Key Guidance This section provides a quick overview of some of the key concepts in Llanrumney Hall Community Trust risk assessment. Refer to Notes section for further information. The first line of the risk assessment table, below, shows an illustrative example.

Hazard is anything that may cause harm, e.g. working at height on a ladder.

Risk is the chance that someone or something could be harmed by the hazard, measured by combining (multiplying) the likelihood of it happening with its impact (severity). For example, there may be a 'possible' likelihood that someone that is not competent could fall from a ladder (3 rating – see right) combined with a 'moderate' impact of multiple injuries (2 rating), which creates a score of 6 (low risk). However, the risk should be reduced to as low as reasonably practicable (ALARP) through the implementation of control measures, such as ensuring that only trained people climb the ladder.

Dynamic Risk Assessment compliments generic and specific risk assessment. Regardless of completing this form, it is beholden on the person creating the risk to continue to monitor the activity and the control measures. Any changes to the activity (including the environmental conditions) or the control measures, must be addressed via the mechanism of a dynamic risk assessment such that risks remain ALARP.

Note however that persons undergoing training cannot be deemed competent until their capability is properly assessed

Likelihood (L)

1 – Remote / Rare
2 – Unlikely
3 – Possible
4 – Probable
5 – Highly Probable (Almost Certain)

Multiplied by

Impact (I)

1 – Minor
2 – Moderate
3 – Major
4 – Severe
5 – Critical

Note: impact number is unlikely to change with control measures

Equals

Risk Score Calculation

		Likelihood				
		1	2	3	4	5
I m p a c t	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

5 Step Process ➞ **Step 1** – Identify the hazards   **Step 2** – Decide who might be harmed and how   **Step 3** – Evaluate the risks and decide on precautions (control measures)   **Step 4** – Record your significant findings and include in Ex / Coord instructions as necessary. Implement control measures   **Step 5** – Review your risk assessment and update as necessary

Department:	Llanrumney Hall Community Trust	Assessor Name		Tony Gates
Activity:	COVID	Assessor's signature:		Electronically signed
Generic or Specific Risk Assessment:	Specific	Assessment Date:		2 Feb 2022
Relevant Publications / Pamphlets / Procedures:	COVID-19 Regs & Room RAs	Review Date for GRA (Step 5):	Review date NLT	30 March 2022

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Ser	Activity / element (Step 1a)	Hazards identified (Step 1b)	Who or what might be harmed and how, e.g. • staff / contractors - injury • General public - injury • Environment - spill (Step 2)	Existing control measures (Step 3a)	Assessment with existing controls			Is residual risk acceptable in the context of risk appetite for the activity? (Yes / No) – Refer to Risk Score Calculation above *If Yes, move to column (n). If No, identify additional controls* (Step 3e)	Reasonable additional controls that can be implemented to reduce risk to ALARP (Step 3f)	Reassessment with additional control measures			List required action(s) to instigate controls (Step 3j)
					L (1 to 5) (Step 3b)	I (1 to 5) (Step 3c)	Score (L x I) (Step 3d)			L (1 to 5) (Step 3g)	I (1 to 5) (Step 3h)	Score (L x I) (Step 3i)	
1	**Contain the spread of COVID**	The Spread of COVID through the air	All Personnel	Creating ventilation through leaving doors open. Windows can be opened when rooms are in use.	2	5	10						
		Spread Of COVID through a surface	All Personnel	Hand sanatisers upon entry and in toilets

A more robust cleaning regime | 2 | 5 | 10 | | | | | | |

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
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		Human Interaction and COVID transmission	All Personel	Where possible keep a 2 meter distance Minimise room capacity Keep personnel within bubbles or family units together Work from home where possible to minimise staff numbers	1	1	1						
	Track & Trace	Help track and trace the virus	All Personnel	All personnel are to sign into the building upon arrival. All personnel are to sign out	1	1	1						
	Human detection	Understanding if you feel the signs and symptoms of COVID	All Personnel	If you feel unwell or have a temperature you are to remain at home and take a LFT All personnel are to record there temperature upon arrival.	1	2	2						
	People becoming unwell while on-site or a symptomatic person using a site			If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new continuous cough, a high temperature, loss or change to sense of smell or taste) they are sent home and advised to follow Government advice to self-isolate. The single point of contact for each office will lead on contacting local Public Health teams if there is a COVID-19 outbreak. We will immediately identify any close workplace contacts and ask them to self-isolate. All surfaces that a symptomatic person has	1	2	2						

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				come into contact with are cleaned and disinfected, especially objects visibly contaminated with bodily fluids and all potentially high-contact areas such as toilets. Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with bodily fluids, are cleaned thoroughly as normal. Cleaning staff use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine. Cleaning staff wear appropriate PPE. Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) are double-bagged and tied off. Then placed in a secure holding area for 72 hours before being disposed of in general waste.									
	Potential enhanced risk of transmission in areas such as toilets, rest rooms and kitchens	Heavily used areas of the workplace are more likely to present an infection transmission risk Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination Increased risk of people coughing and touching door handles, taps,		Stress the need for staff to follow good hygiene practice, at all times, while at work (i.e. regular handwashing, using tissues and disposing of them appropriately, etc.). Facilities to ensure that adequate hand cleaning resources are provided; all toilets to be supplied with adequate supplies of hot water, liquid soap, and paper towels.	1	3	3						

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		toilet flush handles, kettles, fridges, and cupboard door handles		Display handwashing instructions / posters throughout the workplace, especially in toilets and kitchens. Place 60% alcohol hand gels at convenient places with instructions for use. Increase environmental cleaning, especially in and around toilets and kitchens; special attention to be paid to frequently touched surfaces such as door handles and push plates, toilet flush handles, cupboard door handles, taps and handrails. Increase toilets and kitchen inspections to check for cleanliness / adequate stock of soap, toilet paper and hand towels. Encourage staff to wear face coverings whilst in common areas of the workplace – i.e. away from desk. Working collaboratively with other occupiers to ensure consistency across common areas. Create additional space by using other parts of the workplace or building that have been freed up by remote working. Encourage storage of personal items and clothing in personal storage spaces (for example lockers).									
	Direct threat to staff health and wellbeing from transmission of the coronavirus while at work	Possible transmission of the virus between the following: TRUST staff Tenants Visitors to the TRUST offices		Provide a safe and healthy workplace / working conditions for staff using the workplace during the coronavirus pandemic. Managers should pass on and reinforce key	1	3	3						

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		Cleaners Security staff Maintenance staff Sub-contractors People can catch the virus from others who are infected in the following ways: Virus moves from person to person in droplets from the nose or mouth spread when a person with the virus coughs or exhales The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on People can pick up the virus by breathing in the droplets		Government public health messages: • Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it – Bin it – Kill it). • Put tissues in straight in the bin. • Wash hands regularly with soap and water for at least 20 seconds; use hand sanitiser if soap and water are not available. • Avoid close contact with people who are unwell. • Clean and disinfect frequently touched objects and surfaces. • Do not touch face, eyes, nose, or mouth if hands are not clean. Encourage staff to follow working safely guidance while in and around the workplace and when travelling to and from work by: • Avoiding non-essential contact with others. • Respecting other staff safety concerns and anxieties • Avoiding physical contact (e.g. handshakes, hugs). • Wearing face coverings whilst moving around the workplace or in enclosed or crowded spaces. • Encouraging staff to complete rapid lateral flow tests before attending the workplace. Implement the following key precautions: • Keep local risk assessments under review								

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				to ensure that a safe place of work is maintained. • Consider meetings with video conference / phone conferencing in place of face-to-face meetings. • Follow Government health and travel advice relating to work practices.									

NOTES

Risk = Likelihood x Impact

Likelihood		Definition
5	**Highly Probable (Almost Certain)**	Is expected to occur in most circumstances
4	**Probable**	Will probably occur at some time, or in most circumstances
3	**Possible**	Fairly likely to occur at some time, or some circumstances
2	**Unlikely**	Is unlikely to occur, but could occur at sometime
1	**Remote / Rare**	May only occur in exceptional circumstances

Impact		Definition (Health Safety and Environment)
5	**Critical**	• Multiple fatalities or permanent, life changing injuries. • Permanent loss or damage beyond remediation of an important and publicly high-profile natural resource, area or species. • Multiple incidents causing a major environmental impact.
4	**Severe**	• A single death or multiple life-threatening injuries. • Severe damage over a wide area and/or on a prolonged basis to a natural resource, including controlled waters, or geography requiring multi-year remediation. • Single incident causing a major environmental effect or multiple incidents causing significant effect.
3	**Major**	• Single life changing injury or multiple injuries which have a short-term impact on normal way of or quality of life. • Moderate damage to an extended area and/or area with moderate environmental sensitivity (scarce/ valuable) requiring months of remediation. • Single incident causing significant environmental impact.
2	**Moderate**	• Multiple injuries requiring first aid. • Moderate damage to an area, and that can be remedied internally. • Multiple incidents causing minor environmental effect.
1	**Minor**	• An Injury requiring first aid • Limited short-term damage to an area of low environmental significance/ sensitivity • Incidents causing minor environmental impacts

Step 5 - Review the generic risk assessment and update if necessary - All generic risk assessments should be regularly reviewed at a frequency proportional to the risk prior to any controls being proposed. In practice generic risk assessments should be reviewed at least annually, or more frequently:
- where required by local instructions/procedures;
- if the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work;
- if there is reason to doubt the effectiveness of the assessment.
- following an accident or near miss.
- following significant changes to the task, process, procedure, equipment, personnel or management.
- following the introduction of more vulnerable personnel (e.g. persons under 18 or pregnant persons).

Risk Management		
Risk Rating	**Authorisation**	**How Risk should be managed**
1 – 3 (Very Low)	**Staff**	**Review periodically** to ensure conditions have not changed and working within ALARP and risk appetite.
4 – 9 (Low)	**Assistant Mgr**	
10 – 12 (Medium)	**Trust Mgr**	**Good risk mitigations** to ensure that the impact remains ALARP and tolerable. Re-assess frequently to ensure conditions remain the same.
15 – 16 (Medium to High)	**H&S Advisor**	**Requires active management** – review of desired outcome with additional resources or change to output requirements.
20 (High)	**H&S Manager**	**Contingency plans** may suffice together with limited risk mitigations to achieve risk ALARP and tolerable.
25 (Very High)	**Director / CEO**	**Operational capability** where the required outcome impacts on defined military capability.